



Town of Wenham

Town Hall
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Selectmen / Town Administrator
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MEMORANDUM

TO: Selectmen
FROM: Peter Lombardi, Town Administrator
RE: Town Administrator's Report
DATE: July 26, 2016

Citizen's Leadership Academy

Following up on the newly released Welcome to Wenham packets for new residents, we are planning to pilot a Citizen's Leadership Academy this coming fall to help residents who may not be familiar with town government to better understand what we do and how they can get involved. The details of this inaugural offering will be provided in the next several weeks but we anticipate a series of weekly information sessions over the span of about three months that will serve to educate and inform residents. This program is intended as another way to improve resident participation and engagement.

Personnel

We are currently looking to fill a part-time Administrative Assistant position in the Town Clerk's Office. A job description and job posting outlining the responsibilities of this part-time position is available on the Town's website under Current Job Opportunities. Applicants are invited to submit letters of interest by Wednesday August 10.

The Joint Recreation Department has also posted for a part-time Administrative Assistant position, with details provided on the Town of Hamilton's website. This position is open until filled.

We expect to hire a Burial Agent shortly, with Cemetery Commission interviews taking place this week.

We continue to look for more lifeguards this summer to work at Pleasant Pond and the Veterans Memorial Pool at Patton Park.

Enon One Facility

The Historic District Commission approved the design of the new building to house Enon One. Accordingly, we will be drafting the solicitation for this pre-fabricated structure over the next few weeks and will be looking to go out to bid sometime in August.

Wenham Pines (Lakeview)

The Historic District Commission approved the demolition of the golf related structures and renovation work to the existing residential structure at their meeting last Thursday night. Formal applications have also been submitted to both the Conservation Commission and Planning Board. The Conservation Commission will hold its initial hearing on Monday August 8 – the Planning Board will open its public hearing on Thursday August 11. Information about the project will be posted on the Planning Board page of the Town's website.

Roadwork Update

All of Cherry Street (Main Street to Topsfield Road) and a small section of Walnut Road (800' from the town line to the culvert) are going to be repaved over the next few weeks, with work scheduled to begin next Tuesday, August 2. Both roads will remain open throughout but police details will be on site to help direct traffic and some delays should be expected.